

Follow instructions on  
reverse for completing  
this form.

VENDOR REFERENCE OR INFORMATION TO OFFICE OF PROCUREMENT

AGENCY CONTACT REGARDING THIS ESTIMATE (NAME AND PUBLIC PHONE NUMBER)

SHIP TO

CHARGE TO

MAIL INVOICE IN TRIPLICATE TO

Same as SHIP TO unless otherwise noted.

	LINE NO.	QUANTITY	UNIT	COMMODITY CODE NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION

I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance (after T.B.A. No. \_\_\_\_\_ or B.R. No. \_\_\_\_\_)

PROGRAM/CATEGORY (Code and Title)

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ACCOUNTING OFFICER

PHONE NO. (CALNET)

FUND TITLE

(OPTIONAL USE)

*I hereby certify upon my own personal knowledge the expenditures above are necessary to perform the functions stated.*

ITEM

CHAPTER

STATUTE
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FISCAL YEAR

SIGNATURE AND TITLE

PHONE NO. (CALNET) \_\_\_\_\_

OBJECT OF EXPENDITURE (Code and Title)

☐ O.E. ☐ EQUIP.

*I hereby authorize the estimated expenditure above.*

ENCUMBRANCE ADJUSTMENT

☐ INCREASE      ☐ DECREASE

UNENCUMBERED REMAINDER AFTER POSTING AEL.

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SIGNATURE AND TITLE

PHONE NO. (CALNET)

PROPERTY SURVEY NUMBERS

DO FUNDS EXPIRE AT THE END OF F.Y.

ATTACHED

☐ YES ☐ NO

**PURCHASE ESTIMATE**

STD. 66 (REV. 11-93) (REVERSE)

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**INSTRUCTIONS**  
**(PLEASE READ CAREFULLY)**

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All Purchase Estimates must be submitted to the Office of Procurement in typed form. Only one (1) copy of the Purchase Estimate is required. To avoid rejection, **DO NOT** list more than one (1) commodity group, as defined in the PIN Commodity Catalog, on the Purchase Estimate submitted. Each commodity group requires a separate Purchase Estimate.

Adherence to the following specific instructions for completing the Purchase Estimate form will promote timely processing of each purchasing document. Emphasis on neatness and accuracy of Purchase Estimate is most important.

- |                                    |    |   |
|------------------------------------|----|---|
| <b>1. DATE PREPARED BY AGENCY</b>  | -- | Use the date the Purchase Estimate is typed.  |
| <b>2. DELIVERY AREA CODE</b>       | -- | Circle <b>ONLY ONE</b> (1) Delivery Area Code. Please list any additional delivery information either on this form if space is available, or as supplemental information. Delivery Area information is available on the Delivery Area Map in the PIN Commodity Catalog. |
| <b>3. AGENCY BILLING CODE</b>      | -- | Enter your Agency Billing Code. ( <b>PRIOR</b> to use, new Agency Billing Codes must be forwarded to the Department of General Services, Accounts Receivable, for addition to the PIN system.)  |
| <b>4. PURCHASE ESTIMATE NUMBER</b> | -- | The agency-assigned Purchase Estimate Number must be entered in this field and must not exceed 15 digits and can be either alphabetic, numeric or a combination of both. The Agency Purchase Estimate Number must be entered from left to right.                        |
| <b>5. LINE NUMBER</b>              | -- | Each page of a Purchase Estimate is limited to a maximum of five (5) PIN Commodity Code numbers which must be numbered sequentially beginning with number one (1) . (Please double space between each completed line.)  |
| <b>6. UNIT</b>                     | -- | Unit of measure must be shown <b>EXACTLY</b> as indicated in the PIN Commodity Catalog.   |
| <b>7. COMMODITY CODE NUMBER</b>    | -- | The <b>ENTIRE</b> Commodity Code number must be shown <b>EXACTLY</b> as indicated in the PIN Commodity Catalog.   |
| <b>8. DESCRIPTION</b>              | -- | Must be typed <b>EXACTLY</b> as shown in the PIN Commodity Catalog. Additionally, give an adequate description of the commodity to be purchased so that <b>ANYONE</b> reading the description can interpret what commodity is being purchased.                          |

Completion of all other information categories is self-explanatory. It should be noted that all approval signatures and accounting and fiscal data have been consolidated on the bottom of the form.

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